Inter-Lakes School District

2025–2026 Employee Handbook

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GENERAL INFORMATION

WELCOME

This handbook is designed to acquaint you with the Inter-Lakes School District and provide you with information about policies and procedures affecting your employment.

The information contained in this handbook applies to all employees of the Inter-Lakes School District, unless otherwise stated. This handbook is not a contract, express or implied, nor does it guarantee employment for any specific length of time or entitlement to any benefits. The handbook is a summary of some of our policies and procedures, which are presented here only as a matter of information. Policies included in this handbook are guidelines and subject to change. All district policies can be found on our website at https://www.interlakes.org/school-district-policies. This handbook may be amended at the discretion of the Inter-Lakes School District. If any part of this handbook is amended, the School District will apprise employees in a timely fashion.

You are responsible for reading, understanding and complying with the provisions of this handbook.

VISION STATEMENT

The Inter-Lakes School District, in partnership with its communities, will provide outstanding educational opportunities and resources for all students to achieve academic excellence in order to reach their highest potential and to succeed as responsible, contributing citizens in a global society.

MISSION STATEMENT

We will inspire and sustain learning and achievement by providing:

- Quality teaching practices
- Student-centered learning
- A safe environment
- Community connections
- Access to resources

CORE VALUES

We believe that…

Personalizing each student's education, while focusing on effective communication and critical and creative thinking, inspires learning and maximizes success.

The purpose of education is to produce responsible citizens through developing self-aware and self-reliant learners by extending beyond core academics to include the arts, cultural awareness, and physical, social, and emotional well-being.

People learn best when their intellectual, social, and physical needs are met, where students feel supported in a structured and collaborative environment.

Active commitment of family, community and schools is essential for a quality learning experience.

Quality learning requires the attraction and retention of exceptional teachers and staff members who are continually supported by relevant professional development and provided with necessary resources.

ADMINISTRATIVE OFFICE

School Administrative Unit 2
103 Main Street, Suite 2
Meredith, NH 03253
Phone: (603) 279-7947 * Fax: (603) 279-3044

Hours of Operation
7:30 a.m. – 4:30 p.m.

OUR SCHOOLS

Inter-Lakes Elementary School
21 Laker Lane
Meredith, NH 03253
Phone: (603) 279-7968

Inter-Lakes Middle/High School
1 Laker Lane
Meredith, NH 03253
Phone: (603) 279-6162

Sandwich Central School
28 Squam Lake Road
Center Sandwich, NH 03227
Phone: (603) 284-7712

NEW HAMPSHIRE DEPARTMENT OF EDUCATION - CODE OF ETHICS AND CODE OF CONDUCT

The Code of Ethics and Code of Conduct make explicit the values and standards that New Hampshire's educators have exemplified over the years. The Code of Ethics and the Code of Conduct are both divided into the same four basic principles: *Responsibility to the Education Profession and Colleagues; Responsibility to Students; Responsibility to the School Community*; and the *Responsible and Ethical Use of Technology*. Together these two documents seek to provide guidance to the educational field while also supporting and elevating teaching as a profession. While the Code of Ethics and Code of Conduct should be read in conjunction with one another, it is important for the field to understand the vital differences between these two documents.

The Code of Ethics is intended for all school personnel, regardless of whether the individual is a credential holder. The Code of Ethics is a set of guiding principles that articulate the responsibilities which are common to all members of the education profession. It is designed to provide guidance to educators in the daily decision-making process involving their interactions with students, the school community, colleagues, parents, and the public.

The Code of Conduct is intended for credential holders and establishes boundaries of permissible and impermissible conduct for educators, whether inside or outside the classroom. The purpose of the Code of Conduct is threefold: 1) to help educators navigate through the ethical issues that inevitably arise in the course of a teaching career; 2) to establish clear standards for the education community and for the public to understand the expectations of the teaching profession; and 3) specifies the unprofessional conduct which would warrant disciplinary action to be taken against a credential holder.

It is the responsibility of the employee to become familiar with these documents. The documents can be located on the Human Resources tab of the district website or by clicking the links below.

Code of Ethics
https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/code_ethics.pdf

Code of Conduct
https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/code_conduct.pdf

Please be reminded, *that personal and political opinions should be kept out of the school environment; our individual thoughts and beliefs should not filter into our work and practice. In our work/learning environments, it is our responsibility to foster independent life-long thinkers.*

POLICIES

The following policies have been summarized for the Inter-Lakes School District. For a complete copy of the policies, please visit the school district's website at www.interlakes.org.

AMERICANS WITH DISABILITIES ACT (ADA)

To ensure equal employment opportunities to qualified individuals with a disability, Inter-Lakes School District will make reasonable accommodations for the known disability of an otherwise qualified individual, unless undue hardship on the operation of the school would result. Employees who may require a reasonable accommodation should contact the Human Resources Department.

BULLYING AND CYBERBULLYING, PUPIL SAFETY AND VIOLENCE PREVENTION (Policy JICK)

I. **General Statement of Policy**

It is the policy of the Inter-Lakes School District that its students have an educational setting that is safe, secure, peaceful, and free from bullying or cyberbullying. The School District will not tolerate unlawful harassment of any type and conduct that constitutes bullying or cyberbullying as defined herein is prohibited. Retaliation or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of bullying or cyberbullying is prohibited. All students are protected regardless of their status under the law. Any person violating this Policy may be subject to disciplinary action up to and including expulsion. Each building Principal is responsible for the implementation of this Policy.

II. **Bullying and Cyberbullying Defined**

1. Bullying is defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student, which:
   - (a) physically harms a student or damages a student's property;
   - (b) causes emotional distress to a student; for the purposes of this Policy, the term "emotional distress" means that materially impairs the student's participation in academic or other school-sponsored activities. The term "emotional distress" does not include the unpleasantness or discomfort that accompanies an unpopular viewpoint;
   - (c) interferes with a student's educational opportunities;
   - (d) creates a hostile educational environment; or
   - (e) substantially disrupts the orderly operation of the school.

   Bullying includes actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors, beliefs or motivated by the student's association with another person and based on the other person's characteristics, behaviors, or beliefs.

2. "Cyberbullying" is any conduct defined in paragraph 1 of this Section undertaken through the use of electronic devices which include, but are not limited to, telephones,

cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites. Cyberbullying includes, but is not limited to, the following actions: harassing, teasing, intimidation, threatening, stalking or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or web site postings, including blogs or other use of technology.

3. Bullying or cyberbullying occurs when an action or communication defined in paragraphs 1 or 2 of this Section:
   (a) occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
   (b) occurs off school property or outside a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school sponsored activity or event.
4. "Parent" means parent, parents, or legal guardians.
5. "Perpetrator" is a student who engages in bullying or cyberbullying.
6. "School property" is all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
7. "Victim" is a student against whom bullying or cyberbullying has been perpetrated.
8. Bullying in violation of this Policy need not rise to the level of unlawful harassment under Title IX of the Education Acts of 1972, the Americans With Disabilities Act, Title VI, or the Rehabilitation Act of 1974.

III. **Retaliation or False Accusations:**

No person shall retaliate or make false accusations against a victim, witness, or anyone else who in good faith provides information about an act of bullying or cyberbullying. The School District will discipline any individual who retaliates or makes a false accusation or encourages others to retaliate or make a false accusation against a victim, witness, or anyone else who in good faith provides information, testifies, assists, or participates in an investigation, proceeding or hearing relating to an act of bullying or cyberbullying.

If a complaint or report is not made in good faith, the School District will take such disciplinary action deemed necessary and appropriate including but not limited to suspension, expulsion, or dismissal.

IV. **Policy Notification/Dissemination**

Copies of this Policy shall be given to all employees, students and parents annually by publishing in the applicable handbook. Whenever new School District employees or students begin during the school year, they shall receive a copy of the appropriate handbook before commencing work or school attendance. The Superintendent or his/her designee shall also make all volunteers, and contractors who have contact with students aware of this Policy and provide them with a copy of this Policy.

The School District will post this Policy on the School District's website.

V. **Training of Staff and Educating Parents and Students**

1. The Principal shall develop age-appropriate methods of discussing the meaning, substance, and application of this Policy with parents and students in order to minimize the occurrence of bullying and cyberbullying and to identify, respond to, and report incidents of bullying or cyberbullying. In support of this Policy, the Board promotes preventative educational measures to promote greater awareness of aggressive behavior, including bullying.

2. On an annual basis, the Principal shall provide appropriate training for employees, school volunteers, and contractors who have contact with students for the purpose of preventing, identifying, responding to, reporting incidents of bullying or cyberbullying, and implementing this Policy.

VI. **Reporting Procedures:**

1. Any student who believes he or she has been the victim of bullying or cyberbullying should report the alleged acts immediately to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any School District employee. The School District will respect the confidentiality of the victim and the perpetrator(s) as much as possible, consistent with the School District's legal obligations and the necessity to investigate allegations of alleged bullying and cyberbullying and to take appropriate remedial disciplinary action when such conduct has been substantiated. However, no disciplinary action can be taken against a perpetrator solely on the basis of a confidential report.

2. Any school employee, volunteer, or employee of a company under contract with the school or School District, who has witnessed or has reliable information that a student has been subjected to bullying or cyberbullying shall report the incident to the student's Principal. "Reliable information" shall include a parent's or student's claim that a student is the victim of bullying or cyberbullying.

3. All reports must be documented on the School District's Bullying/Cyberbullying Reporting Form. The victim or reporter shall provide copies of documents relating to the bullying or cyberbullying to the investigator. If a victim or reporter is either unwilling or unable to complete the School District's Bullying/Cyberbullying Reporting Form, the school employee who receives the oral report will promptly fill out the School District's Bullying/Cyberbullying Reporting Form, using, to the extent practicable, the reporter's or victim's own words to describe the alleged bullying or cyberbullying.

4. The Principal shall by telephone, or in person, and in writing, by first-class mail notify the parent of the alleged victim and the alleged perpetrator as early as possible and not to exceed forty-eight (48) hours of receiving the School District's Bullying/Cyberbullying Reporting Form (except as provided below) that a report of alleged bullying or cyberbullying was received and is being investigated in accordance with this Policy. The Principal shall document the date, time, method, and location (if applicable) of the notification. The content of the notice shall comply with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g.

5. The Superintendent may, within the forty-eight (48) hour time period in paragraph 4 of this Section, grant the Principal a written waiver from the notification requirement if the Superintendent deems such waiver to be in the best interest of the victim or

perpetrator. The waiver shall not negate the school's responsibilities to comply with the remainder of this Policy.

VII. **Annual Report**

The Superintendent shall prepare and submit an annual report of substantiated bullying/ cyberbullying incidents on the form provided by the New Hampshire Department of Education. Such reports shall not contain personally identifiable information regarding students.

VIII. **Investigation and Remedial Action**

1. The Principal or his/her designee shall begin an investigation of the alleged acts of bullying or cyberbullying as early as possible and not to exceed five (5) school days of receiving the School District's Bullying/Cyberbullying Reporting Form. The goal of an investigation is to obtain an accurate and complete account of all incidents and circumstances deemed relevant to the allegations, to determine whether bullying or cyberbullying occurred, and to identify the student(s) responsible for the acts. These procedures are intended to protect the rights of a victim and perpetrator.
    a) The alleged perpetrator(s) will be provided the opportunity to be heard as part of the investigation.
    b) Privacy rights of all parties shall be maintained in accordance with applicable laws.
    c) The Principal or his/her designee shall keep a written record of the investigation process.
    d) The Principal or his/her designee may take interim remedial measures to reduce the risk of further bullying/cyberbullying, retaliation and/or to provide assistance to the alleged victim while the investigation is pending.
    e) The Principal or his/her designee shall consult with the Superintendent as appropriate concerning the investigation and any remedial measures or assistance provided.
    f) Consistent with applicable law, students may not be required to disclose or provide to the School District the student's user name, password or other authenticating information to a student's personal social media account. However, School District investigators may request a student or a student's parent/guardian voluntarily share printed copies of specific information from a student's personal social media account if such information is relevant to an ongoing investigation.
2. The Principal or his/her designee will complete the investigation as early as possible and not to exceed seven (7) school days after the Principal receives the School District's Bullying/Cyberbullying Reporting Form, except in cases where the Superintendent grants a written extension. The Superintendent, if necessary, may grant an extension of the time period for the completion of the investigation for up to an additional seven (7) school days. The Superintendent shall notify all parties in writing of the granting of an extension. The Principal or his/her designee will expedite the investigation of any claim involving physical violence or serious threats of harm.
3. To end bullying or cyberbullying and prevent its recurrence, the Principal or his/her designee will take such disciplinary action deemed necessary and appropriate, including but not limited to detention, in-house suspension, out-of-school suspension,

referral to the Superintendent to consider long-term suspension or expulsion, and/or referral to law enforcement. Any discipline imposed will be in accordance with and consistent with the School Board's policies on student discipline.

4. Administrators have the discretion within the requirements of School District policies on student discipline, to determine appropriate disciplinary consequences and/or interventions for violations of this Policy based upon the relevant facts and circumstances in a particular case, including but not limited to the age and maturity of the students involved; the type and frequency of the behavior; a student's willingness to cooperate in the investigation and correct behavior; and the student's prior disciplinary record.
5. Besides initiating disciplinary action, the Principal or his/her designee may also take other remedial action deemed necessary and appropriate to end bullying or cyberbullying, prevent its recurrence and to protect and support the victim. Remedial action includes but is not limited to requiring participation in peer mentoring, or other life skills groups; reassigning student's classes, lunch periods or transportation; and/or offering appropriate assistance to the victim or perpetrator.
6. At the time a bullying or cyberbullying report is made, the Principal or his/her designee in consultation with the Superintendent, shall develop a strategy to protect all students from any kind of retaliation.
7. The Principal or his/her designee must document his/her investigation results in a written report. The investigation report shall include documentation of the statements/interviews of the victim, perpetrator, and witnesses. Copies of any documents or other evidence (e.g., electronic communications) obtained during the investigation shall be attached to the report. The Principal or his/her designee's investigation report shall also include the Principal or his/her designee's findings of whether the report of bullying or cyberbullying was substantiated and the reasons why the report was or was not substantiated. If the report is substantiated, the Principal or his/her designee shall include in the investigation report recommendations for remediating the bullying or cyberbullying and shall, when appropriate, recommend a strategy to protect students from retaliation. If the report is not substantiated as bullying or cyberbullying but the conduct violates school rules or policies, the Principal or his/her designee shall specify the school rules or policies violated and make appropriate recommendations to address the violations.
8. The Principal or his/her designee shall notify the Superintendent of all substantiated instances of bullying or cyberbullying.
9. As early as possible and not to exceed ten (10) school days of completion of the investigation, the Principal shall notify the parents of the victim and perpetrator of the school's remedial action. In accordance with FERPA, the School District may not disclose to the parents of victims the educational records of perpetrators which include but are not limited to the discipline and remedial action assigned to the perpetrators.
10. Since bullying or cyberbullying may begin again after several weeks or months have lapsed, the perpetrator in substantiated cases should be closely supervised. The victim should be encouraged to report any new problems to the Principal or his/her designee. The Principal or his/her designee should interview the victim regularly to make sure

that there is no recurrence of bullying, cyberbullying, or retaliation. The Principal or his/her designee shall document all follow-up with the victim.

IX. **File Retention**

The Principal will maintain in a separate confidential file the original completed School District's Bullying/Cyberbullying Reporting Form, investigatory interview notes and reports; findings made, the investigation report, including any decision and action; and other relevant investigatory materials. The Principal shall also maintain a copy of the file in the perpetrator's education record and provide a copy of the file to the Superintendent.

X. **Appeal**

1. For non-disciplinary remedial actions where no other review procedures govern, the parents of the perpetrator and victim shall have the right to appeal the Principal or his/her designee's decision regarding their student to the Superintendent in writing within five (5) school days. The Superintendent shall review the Principal or his/her designee's decision and issue a written decision within ten (10) school days. If the aggrieved party is still not satisfied with the outcome, then the aggrieved party may file a written request for review by the School Board within ten (10) school days of the Superintendent's decision. The appeal shall state in writing why the appealing party is aggrieved, and the specific relief requested.
2. The procedures in RSA 193:13, Ed 317, and the School District's discipline policies establish the due process and appeal rights for students disciplined for acts of bullying, cyberbullying, or retaliation.

XI. **Recordings in Student Discipline Matters**

1. ***Recordings on School Buses.*** Pursuant to RSA 570-A:2, notice is hereby given that the School Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities. A sign informing the occupants of school buses that such recordings may occur shall be posted on all buses.
2. ***Use of Recordings.*** The School District reserves the right to use audio/video on buses and video recording devices on School District property to ensure the health, safety and welfare of all staff, students and visitors consistent with current privacy laws.

XII. **Bullying as Abuse and Criminal Conduct**

Under certain circumstances (e.g., physical harm/touching, or damage to property) bullying or cyberbullying may constitute a violation of the Safe School Zones Act or abuse under RSA 169-C, the Child Abuse Reporting Act. In such situations, employees, volunteers and contractors shall comply with provisions of the School District's Policy concerning the Safe School Zones Act and the law which in part requires reporting to the Principal and requires the Principal to file a written report with the police within 48 hours and to notify the victim's parents/guardian that a report has been filed.

XIII. **Sexual Harassment**

Bullying or cyberbullying may constitute sexual harassment in which case it shall be subject to and be handled in accordance with the School District's Sexual Harassment and Sexual Violence Policy, not this Policy.

XIV. **Immunity**

A School Administrative Unit employee, School District employee, school volunteer, student, parent, legal guardian, or employee of a company under contract to the School District, School Administrative Unit, or chartered public school, shall be immune from civil liability for good faith conduct arising from or pertaining to the reporting, investigation, findings, recommended response, or implementation of a recommended response under RSA 193-F.

CHEMICAL SAFETY & CHEMICAL HYGIENE PLAN (POLICY EBCH)

No employee or designated volunteer may bring any cleaning products or pesticides onto District property without prior approval of the school administration, or as specifically provided in the Plan.

CORPORAL PUNISHMENT (POLICY JKA)

No teacher, administrator, student, or other person will subject a student to corporal punishment or condone the use of corporal punishment by any person under his or her supervision or control, except in self-defense or in exigent circumstances. Permission to administer corporal punishment will not be sought or accepted from any parent, guardian, or school official.

Provisions for the use of restraint and seclusion shall be administered in accordance with Policy JKAA, Use of Physical Restraint.

DRUG AND ALCOHOL-FREE WORKPLACE (POLICY GBEC)

In accordance with the Drug-Free Workplace Act of 1988, it is the intent of the Inter-Lakes School District to provide employees with a working environment that is free of the problems associated with the use and abuse of illegal drugs as outlined in Policy GBEC. The use of illegal drugs and/or abuse of prescription drugs is inconsistent with the behavior expected of employees and it subjects the District to unacceptable risks of workplace accidents or other failures that would limit the District's ability to carry out its responsibility of effectively educating its students.

ETHICS (POLICY GBEA)

Employees within the Inter-Lakes School District strive to sustain the highest degree of ethical conduct as they work to provide educational opportunities for all learners. Therefore, all Inter-Lakes School District employees shall adhere to the following code of ethics when interacting with students and meeting professional responsibilities:

1. Make student learning and well-being the foundation of all decisions and actions by:
   a. Treating all students fairly and equitably with dignity and respect;
   b. Acting on the beliefs that all students can learn and that students learn in different ways;
   c. Respecting student privacy and confidentiality while, at the same time, complying with all laws related to student safety and well-being;
   d. Establishing only those relationships that promote the academic, social and emotional growth of students.
2. Maintain professional standards that enhance the image of the profession and the integrity of all district employees by:

a. Demonstrating the highest standards of integrity, truthfulness, honesty and fortitude in meeting all professional responsibilities;
b. Avoiding any possibility of conflict of interest in performance and responsibilities;
c. Recognizing and honoring the boundaries between personal and professional beliefs and responsibilities;
d. Carry out all terms of employment conscientiously as a responsible professional;
e. Modeling values and attitudes that inspire all to higher levels of achievement.

3. Implement the Inter-Lakes School Board's policies and administrative rules and practices.
4. Adhere to the NH Department of Education Code of Ethics and Code of Conduct for NH Educators. The NHDOE Code of Ethics and Code of Conduct for NH Educators can be found at https://www.education.nh.gov/news/educator-codes-conduct-ethics-approved or by calling NHDOE at 271-3494.

This list is not intended to be exhaustive or complete. Employees who fail to abide by the terms of this policy may be non-renewed and/or face discipline up to and including termination. Any action taken regarding an employee's employment with the District will be consistent with all rules, laws, and collective bargaining agreements, if applicable.

FAMILY AND MEDICAL LEAVE ACT (POLICY GCCBC)

Employees may be entitled to family and medical leave under the federal Family and Medical Leave Act of 1993 (FMLA) and/or under RSA 189:73 when they meet all of the eligibility requirements of these laws. This policy sets forth several rules that must be applied uniformly to all employees who may be eligible for family and medical leave. This policy is not intended to expand the District's obligations beyond the requirements of the FMLA and/or RSA 189:73. As used in this policy, "family and medical leave" means leave available under either or both the federal and state laws.

Employee Eligibility under the Federal FMLA
Employees are eligible for the federal FMLA if they have been employed by the District for at least 12 months, have worked at least 1,250 hours in the 12 months immediately preceding the requested leave, and are employed at a worksite where the District employs at least 50 employees within a 75-mile radius.

Employee Eligibility and Leave under RSA 189:73
Employees are eligible for family and medical leave under RSA 189:73 if they have been employed by the District for at least 12 months and have worked at least 900 hours in the 12 months immediately preceding the requested leave.

Employees who meet RSA 189:73's eligibility criteria will be provided with family and medical leave under the same terms and conditions as leave provided to employees eligible for leave under the federal FMLA. As permitted by law, family and medical leave under RSA 189:73 will be used concurrently with leave provided under the federal FMLA.

FMLA Eligibility Periods
There are two types of eligibility periods under the federal FMLA as described below:

1. **12-Month Period for Birth, Adoption, or Foster Care; Serious Health Condition Purposes; Qualifying Exigency**

Eligible employees may use up to twelve (12) weeks of unpaid family and medical leave during a 12-month period for the following reasons:

a. Birth and care of the newborn child of the employee;

b. Placement with the employee of a son or daughter for adoption or foster care;

c. Care for an immediate family member (spouse, child, or parent) with a serious health condition;

d. Medical leave when the employee is unable to perform the essential functions of their job because of their own serious health condition; or

e. Qualifying exigency leave for an employee whose spouse, child, or parent is a regular member of the Armed Forces on covered active duty deployed to a foreign country or a reserve member of the Armed Forces (including National Guard) on covered active duty deployed to a foreign country under a call or order to active duty in a contingency operation.

The 12-month period used to determine employee eligibility for family and medical leave for the purposes described above shall be a rolling 12-month period measured backward from the date of the employee's request for leave.

2. **12-month Period for Military Caregiver Leave**
Eligible employees may use up to 26 weeks of unpaid family and medical leave during a single 12-month period to care for a spouse, child, parent, or next of kin of an eligible service member or veteran with a serious injury or illness. The 12-month period for military caregiver leave is calculated separately from the 12-month period for family and medical leave taken for other qualifying reasons (as outlined above in Section 3(a)). The 12-month period for military caregiver leave is calculated from the first day that the leave is taken for this purpose. Any military caregiver leave that is not taken within this specific 12-month period is forfeited.

The military caregiver 12-month leave period may overlap with the District's regularly designated family and medical leave period and, in certain circumstances, may impact the employee's eligibility to take family and medical leave for other qualifying reasons.

Limitations on FMLA Leave
Leave may be taken for childbirth, adoption, or foster care placement of a child only within twelve (12) months of that childbirth, adoption, or placement. The District may require that such family and medical leave be taken on a full-time basis.

Leave for serious health conditions, either of a family member or the employee, may be taken intermittently or a reduced schedule if medically necessary. The minimum time for family and medical leave taken on an intermittent basis is 1 hour per work day.

Notice by Employee
Employees requesting leave shall provide at least 30 days' notice to the District whenever the need for such leave is foreseeable. If the employee is unable to provide thirty (30) days' notice for either foreseeable or unforeseeable leave, then the employee must provide such notice as is practicable. Upon request by the District, the employee shall provide appropriate supporting medical certification (or other certification appropriate to the particular request).

When the District has reason to believe that an employee is or will be absent for an FMLA-qualifying purpose, the District may request the appropriate information from the employee to determine the employee's eligibility for family and medical leave.

Coordination with Other Leave
When Leave is taken that qualifies both as protected family and medical leave (under the FMLA and/or RSA 189:73) and as permitted leave under any employment contract, collective bargaining agreement, or District policy, the employee shall use family and medical leave and the other type of leave concurrently, provided that the employee meets all of the eligibility requirements for each type of leave and as permitted by law.

Fitness for Duty Certificate
Before an employee returns to work from family and medical leave for the employee's own serious health condition, the employee may be required to submit a fitness for duty certification from the employee's health care provider indicating that the employee is able to return to work and perform all of the essential functions of his or her position.

Employment and Benefits Protection
Except as permitted by law, at the end of an authorized family and medical leave, an employee will be reinstated to their former position or to a position equivalent in pay, benefits, and other terms and conditions of employment. As permitted by law, the Superintendent, or his/her designee, may reassign a teacher, consistent with the Master Agreement, to a different grade level, building, or other assignment, consistent with the employee's certification.

Employees who take protected family and medical leave will not lose any previously accrued seniority or employment benefits. However, such benefits will not continue to accrue during the employee's family and medical leave.

During family and medical leave, the District will maintain the employee's health insurance benefits under the same terms and conditions applicable to employees not on leave. If family and medical leave is paid through the use of accrued leave time, the District will deduct the employee's portion of the health plan premium as a regular payroll deduction. If family and medical leave is unpaid or paid through benefits not provided through the District's payroll system (e.g., workers' compensation or disability benefits), the employee must contact the District to make arrangements to pay their portion of the health plan premium. Failure to make such arrangements and pay the employee-portion of the premium costs during family and medical leave may jeopardize an employee's entitlement to continuation of coverage.

FIELD TRIPS (POLICY IJOA)

Regular Day Trips:
The purpose of any field trip from school is to provide an experience to teach or enrich the subject matter and to teach material/skills that can best be learned in an authentic community setting. The responsibility to determine if a regular field trip meets with the intent of this policy rests initially with the Building Principal, with final approval from the Superintendent of Schools.

The building shall recommend or not recommend a field trip request based on an analysis of the instructional purpose, how it meets the learning objectives in the district curriculum, the overall cost of the trip (to both the district and/or the individual student), appropriate transportation, and qualified adequate adult supervision.

When analyzing the request, the Principal shall give primary consideration to the value gained by

students through an authentic hands-on experience versus a simulated classroom experience. The Principal shall consider the following for approval of the activity:

1. The degree to which the activity/trip strongly connects to curriculum standards and/or learning outcomes;
2. The quality of the activities students will participate in while on the trip;
3. The number of students who benefit from the activity/trip;
4. An alternative quality instructional program for those students who do not participate in the trip;
5. The opportunity for substantive and relevant preliminary and follow-up activities; and, how curricula content will be integrated across the curriculum to ensure students are receiving a complete educational experience;
6. Verification that appropriate measures, relative to missed assignments, as established through Policy JH, Attendance/Truancy/Excessive Absenteeism/Missed Class Assignments Due to Absences, are part of the process.

Those field trips which all class members are expected to attend that involve a fee of any kind will be open to every child, whether they can afford the trip or not. Means of financing intended field trips will be explored by the requesting teacher, class advisor or coach, and will be subject to approval by the Principal, prior to any final recommendation of any field trip.

A field trip approval form will be completed for each intended field trip and submitted to the Principal for his/her recommendation to the Superintendent.

There shall be a ratio of one (1) chaperone per ten (10) students, unless otherwise determined by the Principal.

Student eligibility to participate in a trip/activity is contingent upon the student's academic and behavioral standing.

Overnight/International Trips:
When an overnight field trip is being proposed for the first time, or if an established trip is being substantially altered, and if it has the Superintendent's approval, the proposal shall be presented to the School Board as an information item in advance of the scheduled trip.
All international trips which have been recommended by the Principal and approved by the Superintendent shall be presented to the School Board as an informational item well in advance of the scheduled trip. The Principal shall consider the following for approval of the activity:

1. The degree to which the activity/trip strongly connects to curriculum standards and/or learning outcomes;
2. The quality of the activities students will participate in while on the trip;
3. The number of students who benefit from the activity/trip;
4. An alternative quality instructional program for those students who do not participate in the trip;
5. The opportunity for substantive and relevant preliminary and follow-up activities; and, how curricula content will be integrated across the curriculum to ensure students are receiving a complete educational experience;
6. Verification that appropriate measures, relative to missed assignments, as established through Policy IKB, are part of the process.

There shall be at least two (2) chaperones for every overnight trip. Chaperones shall match the

gender of students participating.

Field trip approval can be rescinded by the Superintendent and/or School Board as circumstances warrant.

GIFTS TO SCHOOL PERSONNEL (POLICY GBEBC)

All employees are prohibited from accepting things of material value from companies or organizations that do business with the District. Exceptions to this policy are the acceptance of minor items that are generally distributed by the companies through public relations programs.

Furthermore, school personnel shall not accept gifts from students and their families that are unduly expensive (in excess of $250). School personnel shall not solicit gifts from students or parents/guardians.
School fund-raising efforts are not considered gifts.

Solicitations
No outside organization may solicit funds from staff members within the schools, nor may anyone distribute flyers or other materials related to fund drives through the schools, without prior approval of the Superintendent or Building Principal. Staff members will not be made responsible, nor will they assume responsibility for the collection of any money or distribution of any fund drive within the schools unless such activity has the Principal or Superintendent's approval. The Board expects such activities to be kept to a minimum.

HARASSMENT OF EMPLOYEES (POLICY ACAB/GBAA)

The school district prohibits harassment of employees on the basis of:

- Race;
- Sex, sexual orientation, gender identity, sex stereotypes, sex characteristics, pregnancy or related conditions;
- Parental, family, or marital status;
- Color;
- Religion;
- Ancestry or national origin;
- Age;
- Disability; and
- Genetic information.

Such conduct is a violation of Board policy and may constitute illegal discrimination under state and/or federal laws.

A. Harassment

Harassment includes but is not limited to, verbal abuse, threats, physical assault/battery, and other unwelcome, offensive conduct based on the protected categories listed above. Harassment that rises to the level of physical assault, battery, and/or abuse is also addressed in Board Policy JICIA – Weapons, Violence and School Safety.

B. Sexual/Sex-Based Harassment

Sexual Harassment and other forms of Sex-Based Harassment are addressed under federal and state laws/regulations. The scope and definitions of sexual/sex-based harassment under these laws differ, as described below.

1. Sex-Based Harassment Under Title IX

Under the federal Title IX law and its accompanying regulations, sexual/sex-based harassment includes harassment on the basis of sex, including sexual orientation, gender identity, sex stereotypes, sex characteristics, pregnancy, or related conditions, that is:

a. "Quid pro quo" harassment by a school employee, agent, or other person authorized by the school district to provide aid, benefit, or service under an education program or activity, explicitly or impliedly conditioning the provision of such aid, benefit, or service (such as a promotion or favorable evaluation) on the individual's participation in unwelcome sexual conduct.
b. "Hostile environment" harassment: Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offense, and is so severe or pervasive that it limits or denies an individual's ability to participate in or benefit from the school district's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-based inquiry that includes consideration of a number of factors (identified in *ACAB-R2 – Employee Sex Discrimination/Harassment Complaint Procedure*).
c. Sexual assault, dating violence, domestic violence, and stalking, as these terms are defined in applicable federal laws/regulations.

2. Sexual Harassment Under New Hampshire Law

Under New Hampshire law, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature in the following situations:

a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
b. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
c. Such conduct has the purpose and effect of substantially interfering with an employee's work performance or creates an intimidating, hostile, or offensive environment.

C. Reports and Complaints of Harassment

Any employee who believes they have been harassed or sexually harassed is strongly encouraged to make a report to the Human Rights Officer/Title IX Coordinator.

The Human Rights Officer/Title IX Coordinator is also available to answer questions and provide assistance to any individual who is unsure whether harassment has occurred.

All reports and complaints of discrimination/harassment of employees shall be addressed through *ACAB-R1 – Discrimination and Harassment of Employees Complaint Procedure* or *ACAB-R2 – Employee Sex Discrimination/Harassment Complaint Procedure*.

HAZING (POLICY JICFA)

No student or employee of the Inter-Lakes School District shall participate in or be members of any secret fraternity or secret organization that is in any way related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Inter-Lakes School Board shall engage or participate in hazing. This District does not permit or condone student hazing.

For purposes of this policy, hazing is defined as any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when:

1. Such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and
2. Such act is a condition of initiation into, admission into, continued membership in or association with any organization. Hazing includes but is not limited to an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization sanctioned or authorized by the Board of Education.

"Endanger the physical health" shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug or controlled dangerous substance; or any forced physical activity which could adversely affect the physical health or safety of the individual.

"Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Board of Education is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participates in such activity.

This policy is not intended to deprive School District authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

The Superintendent shall take reasonable measures within the scope of the District's authority to prevent student hazing. All hazing reported to the District or which any District staff member has knowledge of shall be promptly reported to law enforcement, as required by RSA 631:7, Student Hazing.

A copy of this policy will be furnished to each student and teacher in the School District, including

being printed in the student handbook.

SCHOOL DISTRICT INTERNET ACCESS FOR STAFF (POLICY GBEF)

The School Board recognizes that technological resources can enhance staff performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, teachers, and the community, supporting District and school operations, and improving access to and exchange of information. The Board expects all staff to learn to use the available technological resources that will assist them in the performance of their work. As needed, staff shall receive training, lessons and instruction in the appropriate use of these resources.

Staff shall be responsible for the appropriate use of technology and shall use the District's technological resources primarily for purposes related to their work. Staff are hereby notified that there is no expectation of privacy on district computers, computer files, email, internet usage logs, and other electronic data.

RESPONSIBLE USE AGREEMENT

I will be...

Responsible

I accept that my choices and actions, as well as any accounts and/or technology entrusted to me, are my responsibility. Whether I am at school or off-campus, I will protect myself, my accounts/tools, and others by:

- Ensuring that I protect and care for the technology tools entrusted to me.
- Ensuring that I protect and care for the data entrusted to me (see Educator's Data Guide)
- Not allowing others to access or otherwise use my district/professional account(s).
- Not sharing personal/confidential information, or the personal/confidential information of others, including pictures, audio, and/or video, except in the course of my professional duties.
- Selecting and using online resources responsibly and ethically.
- Making judicious choices about how, when, and where I use technology.

Respectful

I understand that I need to respect and protect myself, others, and the equipment in my care. I will:

- Use technology as a tool for my assigned duties and responsibilities.
- Create a positive professional digital presence that represents myself and the District in the best possible way.
- Respect the privacy of others.
- Obtain appropriate permission before taking pictures, video or audio.
- Respect the works of others.

Ready

I will strive to:

- Cultivate skills and explore technologies that further my teaching & learning practices.
- Find solutions to problems I encounter with technology.
- Do my best while learning from my mistakes/failures.
- Model these expectations for students.

NEW HAMPSHIRE PARENTAL BILL OF RIGHTS (POLICY AB)

I. All parental rights are reserved to the parents of a minor child in this state without obstruction or interference from any school. These rights include, but are not limited to, the right:

1. To direct the upbringing and the moral or religious training.

2. To direct the education, including the right to choose to enroll the minor child in an assigned resident public school, a public charter school, a non-public school, including a religious school, a home education program, or any other state-based education program, as authorized by law, as an alternative to public education, as set forth in RSA 193:1 and RSA 194-F:1, et seq.

3. To request that a minor child be enrolled in a public school other than the public school assigned to them by their residence to avoid a manifest educational hardship, as set forth in RSA 193:3.

4. To enroll his or her minor child in gifted or special education programs if the child qualifies for such programs.

5. To inquire of the school or school personnel and promptly receive accurate, truthful, and complete disclosure regarding any and all matters related to their minor child, unless an immediate answer cannot be provided when the initial request is made, in which case, the answer shall be provided no later than 10 business days after the request.

6. To be informed of the school's policy regarding discipline policies and procedures, as set forth in RSA 193:13.

7. To obtain access for a minor child to public curricular courses and co-curricular programs offered by the local school district where the student resides while choosing to enroll their child in a non-public, public chartered, home education, or any other state-based education program, as set forth in RSA 193:1-c and RSA 194-F:2, II(d).

8. To inspect any instructional material used as part of the educational curriculum within a reasonable period following a request, as set forth in 20 U.S.C. section 1232h(c)(1)(C).

9. To opt out of health or sex education and any other objectionable material, as set forth in RSA 186:11, IX-b and IX-c.

10. To be advised of and have the right to opt the minor child out of any nonacademic survey or questionnaire.

11. To opt out of any district-level data collection relating to his or her minor child not required by federal or state law.

12. To exempt their public-school minor child from participating in required statewide assessments in English, language arts, mathematics, and/or science, as set forth in RSA 193-C:6.

13. To receive information regarding the level of achievement and academic growth of their minor child in the state academic assessments in English, language arts, mathematics, and/or science, as set forth in the Every Student Succeeds Act, 20 U.S.C. section 1112 (e)(1)(B)(i).

14. To receive a school report card and be informed of his or her minor child's attendance requirements and compliance with such requirements.

15. To access and review all education records relating to their minor child within 10 business days after the day the school receives a request for access, as set forth in RSA 189:66, IV and 34 C.F.R. 99.5.

16. To consent in writing before the state or any of its political subdivisions, including, without limitation, any school pursuant also to the provisions of RSA 189:68, III-V, makes a video or voice recording, unless such recording is made during or as part of a court proceeding or part of a forensic interview in a criminal or other investigation by the bureau of child protective services or it is to be used solely for the purpose of a safety demonstration, including the maintenance of order and discipline in the common areas of a school or on student Transportation vehicles.

17. To be notified whenever seclusion or restraint has been used on their minor child as set forth in RSA 126-U:7.

18. To access and review all medical records of their minor child maintained by a school or school personnel, unless otherwise prohibited by law.

19. To exempt their minor child from immunizations if, in the opinion of a physician, the immunization is detrimental to the child's health or because of religious beliefs, as set forth in RSA 141-C:20-a and RSA 141-C:20-c.

II. Federal law provides for additional parent and family involvement for schools that are receiving Title I, Part A; Title I, Part C (migrant); Title III, Part A (EL) funds, including:

1. The right to receive information, including student reports, in an understandable and uniform format and to the extent practicable, in a language that parents can understand, as set forth in 20 U.S.C. sections 1112(e)(4); 1114(b)(4); 1116(e)(5); and 1116(f).

2. Upon request of the parent, the right to receive information regarding state qualifications of the student's classroom teachers and paraprofessionals providing services to their minor child, as set forth in 20 U.S.C. section 1112(e)(1)(A)(i-ii).

3. The right to receive an annual local educational agency report card that includes information on such agency as a whole and each school served by the agency, as set forth in 20 U.S.C. section 1111(h)(2)(A-B)(i-iii).

NON-DISCRIMATION POLICY STATEMENT (POLICY AC)

The school district prohibits discrimination, including harassment, of school employees on the basis of:

- Race;
- Sex, sexual orientation, gender identity, sex stereotypes, sex characteristics, pregnancy or related conditions;
- Parental, family, or marital status;
- Color;
- Religion;
- Ancestry or national origin;
- Age;
- Disability; and
- Genetic information.

The school district prohibits discrimination, including harassment, of students on the basis of:

- Race (including traits associated with race involving hair texture, Afro hairstyles and protective hairstyles such as braids, twists, and locks);
- Sex, sexual orientation, gender identity, sex stereotypes, sex characteristics, pregnancy or related conditions;
- Parental, family, or marital status;
- Color;
- Religion;
- Ancestry or national origin; and
- Disability.

The Board directs the school administration to implement a continuing program designed to prevent discrimination against all applicants, employees, students, and other individuals having access rights to school premises, programs, and activities.

The school district has designated and authorized a Title IX Coordinator who is responsible for ensuring compliance with all federal and state requirements prohibiting discrimination, including sexual/sex-based harassment. The Title IX Coordinator is a person with direct access to the Superintendent.

The school district has implemented complaint procedures for resolving complaints of discrimination and harassment under this policy. The school district provides required notices of non-discrimination policies and complaint procedures, how they can be accessed, and the school district's compliance with federal and state civil rights laws and regulations to all applicants for employment, employees, students, parents, and other interested parties.

The Inter-Lakes School District is committed to providing learning and work environments in which all individuals are treated with respect and dignity. Each individual has the right to learn and work in–an atmosphere which promotes equal opportunities and prohibits discriminatory practices, including harassment. Therefore, the Inter-Lakes School District expects that all relationships among employees and students will be free of bias, prejudice and harassment.

In order to ensure an environment free of discrimination the Inter-Lakes School District will adhere to the guidelines described below. However, this policy is not intended to anticipate every possible situation that may occur, since the needs of an individual and families may differ. The School District will consider the needs of individuals on a case-by-case basis, and will utilize this policy and other available resources as appropriate. Additionally, in order to meet the needs of a student planning to access the environments described below, students and parents should schedule a meeting with the student's Building Principal and/or Guidance Counselor. Non-student individuals who would like to discuss support beyond the list below are welcome, at the individual's discretion, to contact the School District's Human Resource Director and/or Superintendent.

Restrooms: A student or other individual who identifies themselves as transgender under this policy should be permitted to use the restrooms assigned to the gender which the individual consistently asserts at school/work. Any individual who expresses a need for privacy will be provided with reasonable alternative facilities or accommodations such as using a single-occupancy facility. However, no individual shall be required to use a separate single-occupancy facility over the individual's objection.

Student Locker Rooms: The use of locker rooms requires schools to consider a number of factors, including, but not necessarily limited to the safety and comfort of students; the transgender student's preference; student privacy; the ages of students; and available facilities. As a general rule, transgender students will be permitted to use the locker room assigned to the gender which the student consistently asserts at school. A transgender student will not be required to use a locker room that conflicts with the gender identity consistently asserted at school. Any student who expresses a need for privacy will be provided with reasonable alternative facilities or accommodations, such as using a restroom facility or separate schedule.

Other Gender-Segregated Facilities or Activities: As a general rule, in any other facilities or activities when students or employees may be separated by gender, transgender individuals may participate in accordance with the gender identity consistently asserted at school/work. This includes housing during overnight fieldtrips and professional trips. Any individual who expresses a need for privacy will be provided with reasonable alternative facilities or accommodations.

If there are no facilities (restrooms, locker rooms, or other gender-segregated facilities) that align with the gender which the student consistently asserts at school (i.e. in the case of a student who is gender non-binary), a plan which best supports the student will be developed through discussions with the student and the student's parents/guardians. For purposes of this policy, gender non-binary describes an individual whose gender identity and/or expression does not align with the gender binary of male or female.

A. <u>Policy Application</u>.

This Policy is applicable to all persons employed or served by the District. It applies to all sites and activities the District supervises, controls, or where it has jurisdiction under the law, including where it (a) occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or (b) occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event**,** as set forth in Board policy #5149.1, Bullying and Cyberbullying Pupil Safety and Violence Prevention. Examples of sites and activities include all District buildings and grounds, school buses and other vehicles, field trips, and athletic competitions.

B. Plan to Prevent, Assess, the Presence of, Intervene In, and Respond to Incidents of Discrimination, the "Plan"

The Superintendent shall develop and provide to the School Board for approval, a coordinated written District Plan (the "Plan") to prevent, assess the presence of, intervene in, and respond to incidents of discrimination. , "The Plan" and revisions will be presented to the School Board for Approval.

C. Administrative Procedures and Regulations.

The Superintendent shall develop such other procedures and regulations as are necessary and appropriate to implement this Policy.

NON-EDUCATIONAL SURVEYS AND QUESTIONNAIRES (POLICY ILD)

Separate federal and state laws require that written consent be obtained from a parent or guardian before a student participates in a non-educational survey or questionnaire that asks about information not directly related to a student's academics. While similar, the two laws are not co-extensive, with slightly different scope, procedures and exceptions.

A. General.

1. For the purpose of this policy, "non-academic survey" shall include a survey, questionnaire, analysis, evaluation or any other document which seeks any information in the categories listed in sections B (as to state law) or C (as to federal law), below. However, non-academic surveys should not be deemed to include questions directed to an individual student by a school counselor, nurse or appropriate personnel under circumstances indicating such questions are reasonably necessary for such person's compliance with applicable laws or regulations, and the discharge his or her duties.
2. All non-academic surveys must have the prior approval of the Superintendent or his/her designee.
3. Non-academic surveys conducted for other agencies, organizations or individuals must have both the recommendation of the Superintendent and the approval of the School Board as to content and purpose. The results of such approved non-academic surveys must be shared with the School Board.
4. No non-academic survey requesting sexual information will be administered to any student in kindergarten through grade six unless required by federal or state law or regulation. School personnel administering any such questionnaire or survey will not disclose personally identifiable information.
5. As used below, the consent and notification provisions apply to a child's parent/legal guardian(s), unless the student is an adult or an emancipated minor who consents.

B. New Hampshire Law.

Under RSA 186:11, IX-d, prior notice and prior consent (opt-in) is required for any non-academic survey designed to elicit information about:

1. A student's social behavior;
2. family life;
3. religion;

4. politics;
5. sexual orientation;
6. sexual activity;
7. drug use;
8. or any other information not related to a student's academics.

C. Federal Law.

1. Protection of Pupil Rights Amendment. Under the federal Protection of Pupil Rights Amendment, prior written consent is required only if the non-academic survey, analysis, or evaluation or its administration is paid for or in any way uses federal funds from the federal Department of Education and reveals information concerning the following:

a. Political affiliations;

b. Mental and psychological problems potentially embarrassing to the student or the family;

c. Sexual behavior and attitudes;

d. Illegal, anti-social, self-incriminating, and demeaning behavior;

e. Critical appraisals of other individuals with whom respondents have close family relationships;

f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;

g. Religious practices, affiliations, or beliefs of the student or student's parent/guardian; or

h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

2. Federal Exception. Non-academic surveys which do not require consent and notice under New Hampshire law (section B) but might otherwise require notice and consent under the federal law (section C.1 above). However, the federal requirement exempts to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

a. College or post-secondary education recruitment, or military recruitment;

b. Book clubs, magazines, and programs providing access to low-cost literary products;

c. Curriculum and instructional materials used by schools;

d. Tests and assessments used by schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistical data for educational purposes;

e. The sale of products or services to raise funds for school-related or education-related activities; and

f. Student recognition programs.

Caution: This exception only applies if the non-academic survey is otherwise exempt under New Hampshire law (section B, above).

D. Notification and Inspection.

When school personnel intend on administering a non-academic survey the school shall provide ten (10) day notice to parents/guardians. Included in the notice will be information regarding the purpose of the non-academic survey; how the survey will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey. Parents or guardians wishing to inspect a non-academic survey will be able to do so in the school's administrative office. Parents/guardians may refuse to give consent for their student to participate, with or without first reviewing the non-academic survey. The school will not penalize students whose parents/guardians decline to provide written consent. The school will take reasonable precautions to protect student privacy during their participation in any non-academic survey.

E. Consent Exception for Youth Risk Behavior Survey Developed by the Centers for Disease Control and Prevention.

Neither state nor federal law requires prior written consent for administration of the Youth Risk Behavior Survey developed by the Centers for Disease Control and Prevention. Guidance issued by the Center for Disease Control, United States Department of Health and Human Services, concludes that federal law, including the Protection of Pupil Rights Amendment, also does not require prior written consent from parents or guardians because students are not required to participate and the survey is not paid for by the United States Department of Education.

However, New Hampshire law nonetheless requires the District to provide parents/guardians with notice at least ten (10) days before the Youth Risk Behavior Survey is administered. Parents may inspect the Youth Risk Behavior Survey at the school's administrative office. Parents or guardians may opt their student out of participating in the Youth Risk Behavior Survey by providing the Principal with written notice. District staff administering the Youth Risk Behavior Survey shall insure students understand that participation is voluntary and that students who opt-out will not be penalized.

NOTIFICATION OF RIGHTS UNDER FERPA (POLICY JRA)

A. General Statement

It is the policy of the Inter-Lakes School Board that all school district personnel will follow the procedures outlined herein as they pertain to the maintenance of student records. Furthermore, it is the policy of the Inter-Lakes School Board that all school district personnel will follow the provisions of the Family Educational Rights Privacy Act (FERPA) and its corresponding regulations.

B. "Education Record"

For the purposes of this policy and in accordance with FERPA, the term "educational record"

is defined as all records, files, documents and other material containing information directly related to a student; and maintained by the school district; or by such other agents as may be acting for the school district. Such records include, but are not limited to, completed forms, printed documents, handwriting, videotape, audiotape, electronic or computer files, film, print, microfilm and/or microfiche. Educational records do not include records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute.

C. "Directory Information"

For the purposes of this policy, and in accordance with the provisions of FERPA and New Hampshire RSA 189:1-e, the term "directory information" means:

1. Students' name(s), address(es), telephone number(s), and date(s) of enrollment;
2. Parents'/guardians' name(s) and address(es);
3. Students grade levels, enrollment status and dates of attendance;
4. Student photographs;
5. Students participation in recognized school activities and sports;
6. Weight and height of members of athletic teams;
7. Post-high school plans; and
8. Students' diplomas, certificates, awards and honors received.
9. Student school email address for the purpose of connecting students to school electronic resources.

Except for elements of a student's directory information which the student's parents or an eligible student has notified the Inter-Lakes School District not to disclose, the District may release or disclose student directory information without prior consent of the student's parents/eligible students. Within the first three weeks of each school year, the District will provide notice to parents/eligible students of their rights under FERPA and that the District may publish directory information without their prior consent. Parents/eligible students will be given until September 30th to notify the Inter-Lakes School District in writing of any or all directory information items that they refuse to permit the District to release or disclose. Notice from a parent/eligible student that any or all directory information shall not be released will only be valid for that school year and must be re-issued each school year.

D. "Personally Identifiable Information"

"Personally identifiable information" is defined as data or information which makes the individual who is the subject of a record known, including a student's name; the student's or student's family's address; the name of the student's parent or other family members; a personal identifier such as a student's Social Security number; the student's date of birth, place of birth, or mother's maiden name. "Personally identifiable information" also includes other information that, alone or in combination, is linked or linkable to a specific student, that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with a reasonable certainty or other information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

E. Annual Notification/Rights of Parents and Eligible Students

Within the first three or four weeks of each school year, the Inter-Lakes School District will publish notice to parents and eligible students of their rights under State law, Federal law, and this policy. The Inter-Lakes School District will send a notice listing these rights home with each student. The notice will include:

1. The rights of parents or eligible students to inspect and review the student's education records;
2. The intent of the Inter-Lakes School District to limit the disclosure of information in a student's record, except: (a) by the prior written consent of the parent or eligible student; (b) as directory information; or (c) under certain, limited circumstance, as permitted by law;
3. The right of a student's parents or an eligible student to seek to correct parts of the student's educational records which he/she believes to be inaccurate, misleading, or in violation of student rights; this includes a hearing to present evidence that the records should be changed if the Inter-Lakes School District decides not to alter them according to the parent's or eligible student's request;
4. The right of any person to file a complaint with the United States Department of Education if the Inter-Lakes School District violates FERPA; and
5. The procedure that a student's parents or an eligible student should follow to obtain copies of this policy.

F. Procedure To Inspect Education Records

Parents or eligible students may inspect and review that student's education records. In some circumstances, it may be more convenient for the record custodian to provide copies of records.

Since a student's records may be maintained in several locations, the school Principal may offer to collect copies of records or the records themselves from locations other than a student's school, so that they may be inspected at one site. If parents and eligible students wish to inspect records where they are maintained, school Principals will determine if a review at that site is reasonable.

Although not specifically required, in order that a request is handled in a timely manner, parents/eligible students should consider submitting their request in writing to the school Principal, identifying as precisely as possible the record or records that he/she wishes to inspect. The Principal will contact the parents or the eligible student to discuss how access is best arranged for their inspection or review of the records (copies, records brought to a single site, etc.).

The Principal will make the needed arrangements as soon as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed within fourteen (14) days that the request for access is first made. Note: the fourteen (14) day limit is required under New Hampshire RSA 189:66, IV, in contrast to the forty-five (45) day period otherwise allowed under FERPA.

If for any valid reason such as the parent's working hours, distance between record location sites or the parent or student's health, a parent or eligible student cannot personally inspect and review a student's education records, the Principal may arrange for the parent or eligible student to obtain copies of the records.

When records contain information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students. If such records do contain the names of other students, the Principal will seek consultation with the Superintendent and/or the District's attorney to determine how best to proceed. Where practicable, it may be necessary to prepare a copy of the record which has all personally identifiable information on other students redacted, with the parent or eligible student being allowed to review or receive only a copy of the redacted record. Both the original and redacted copy should be retained by the District.

G. Procedures To Seek To Correction of Education Records

Parents of students or eligible students have a right to seek to change any part of the student's records which they believe is inaccurate, misleading or in violation of student rights. FERPA and its regulations use both "correct/ion" and "amend". For the purposes of this policy, the two words (in all of their respective forms) shall mean the same thing unless the context suggests otherwise. To establish an orderly process to review and correct (amend) the education records for a requester, following processes are established.

1. **First-level decision**. When a parent or eligible student finds an item in the student's education records that he/she believes is inaccurate, misleading or in violation of student rights, he/she should submit a written request asking the building Principal to correct it. If the records are incorrect because of clear error and it is a simple matter to make the change, the Principal should make the correction. If the records are changed to the parent's/eligible student's satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction.

   If the Principal believes that the record should not be changed, he/she shall:

   a. Provide the requester a copy of the questioned records at no cost;
   b. Ask the parent/eligible student to initiate a written appeal of the denial of the request for the change, which will be forwarded to the Superintendent;
   c. Forward the written appeal to the Superintendent; and
   d. Inform the parents/eligible student that the appeal has been forwarded to the Superintendent for a decision.

2. **Second-level decision.** If the parent/eligible student wishes to challenge the Principal's decision to not change the student record, he/she may appeal the matter to the Superintendent. The parent/eligible student shall submit a written request to the Principal asking that the matter be appealed to the Superintendent. The Principal will forward the appeal to the Superintendent.

   The Superintendent shall, within ten (10) business days after receiving the appeal:

   a. Review the request;
   b. Discuss the request with other school officials;
   c. Make a decision whether or not to make the requested correction to the educational record;
   d. Schedule a meeting with the parents/eligible student if the Superintendent believes such a meeting would be necessary; and
   e. Notify the parents/eligible student of the Superintendent's decision on their request to correct the student's educational record.

   If the Superintendent determines the records should be corrected, he/she will make the

change and notify the parents/eligible student in writing that the change has been made. The letter stating the change has been made will include an invitation for the parent/eligible student to inspect and review the records to verify that the records have been corrected and the correction is satisfactory. If the records are changed to the parent's/eligible student's satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction.

If the Superintendent determines the records are will not be corrected, he/she will notify the parents/eligible student in writing of his/her decision. Such letter will also notify the parents/eligible student of their right to an appeal hearing before the Inter-Lakes School Board.

3. **Third-level decision**
   If the parents or eligible student are not satisfied with the Superintendent's decision, they may submit a written request for a hearing before the Inter-Lakes School Board. The parents/eligible student shall submit the request for a hearing with the Superintendent within ten (10) business days of the date of the Superintendent's written decision in level-two. The Superintendent will inform the School Board of the request for a hearing and will work with the School Board to schedule a hearing within forty five (45) days of receipt of the request. Once the meeting is scheduled, the Superintendent will inform the parents/eligible student in writing of the date, time and place of the hearing.

   The hearing will be held in non-public session consistent with the provisions of RSA 91-A:3, unless the parent/eligible student requests that the hearing be held in public session. The Inter-Lakes School Board will give the parent/eligible student a full and fair opportunity to present evidence relevant to the issues raised under their request. The parents/eligible students may be assisted or represented by one or more individuals of their own choice, including an attorney.

   The Inter-Lakes School Board will issue its final decision in writing within thirty (30) days of the hearing, and will notify the parents/eligible student thereof via certified mail, return receipt requested. The Inter-Lakes School Board will base its decision solely on the evidence presented at the hearing. The School Board's written decision will include a summary of the evidence and the reasons for its decision.

   If the Inter-Lakes School Board determines that the student record should be corrected, it will direct the Superintendent to do so as soon as possible. The Superintendent will then contact the parents/eligible student for a meeting so they can review and inspect the records to verify that they have been corrected. At this meeting, both parties shall sign a document/form stating the date the records were corrected and that the parent/eligible student is satisfied with the correction.

   The Inter-Lakes School Board's decision will be final.

4. **Parent/Eligible Student Explanation to be Included in Record**
   Notwithstanding the resolution of any request to correct a student's record(s), in accordance with section (a)(2) of FERPA, a parent or eligible student may insert into that student's educational record a written explanation respecting the content of the record.

H. Disclosure of Student Records and Student Information

In addition to directory information, the Inter-Lakes School District may disclose student records and student information without consent to the following parties on the condition that

the recipient agrees not to permit any other party to have access to the released information without the written consent of the parents of the student, and under the conditions specified.

1. Inter-Lakes School officials with a legitimate educational interest. School officials with a legitimate educational interest may access student records. "Legitimate education interest" refers to Inter-Lakes School officials or employees who need to know information in a student's education record in order to perform the employee's employment responsibilities and duties.
2. Other schools into which a student is transferring or enrolling, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record. This exception continues after the date that a student has transferred
3. Officials for audit or evaluation purposes.
4. Appropriate parties in connection with financial aid.
5. Organizations conducting certain studies for, or on behalf of the Inter-Lakes School District. Student records or student information will only be provided pursuant to this paragraph if the study is for the purpose of: developing, validating or administering predictive tests; administering student aid programs; or improving instruction. The recipient organization must agree to limit access to the information and to destroy the information when no longer needed for the purpose for which it is released.
6. Accrediting organizations.
7. Judicial orders or lawfully issued subpoenas, upon condition that parents and the student are notified of all such orders or subpoenas in advance of compliance therewith by the Inter-Lakes School District, except when a parent is a party to a court proceeding involving child abuse or neglect or dependency. The Principal shall consult with the Superintendent and legal counsel as needed to ensure compliance with the judicial order and applicable law.
8. Health and safety emergencies.

I. Maintenance of Student Records and Data

The Principal of each building is responsible for record maintenance, access and destruction of all student records. All school district personnel having access to records shall place great emphasis upon privacy rights of students and parents.

All entries into student records must be dated and signed by the person access such records.

The Principal will ensure that all records are maintained in accordance with applicable retention schedules as may be established by law.

J. Disclosures Made From Education Records

The Inter-Lakes School District will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of the information it discloses and persons to whom it permits access, with some exceptions listed below. This record is kept with, but is not a part of, each student's cumulative school records. It is available only to the record custodian, the eligible student, the parent(s) of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs.

The record includes:

1. The name of the person who or agency which made the request;
2. The interest which the person or agency has in the information;
3. The date on which the person or agency made the request;
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made; and
5. In the event of a health and safety emergency, the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and the parties to whom the agency or institution disclosed the information.

The Inter-Lakes School District will maintain this record as long as it maintains the student's education record. The records do not include requests for access or information relative to access which has been granted to parent(s) of the student or to an eligible student; requests for access or access granted to officials of the District who have a legitimate educational interest in the student; requests for, or disclosures of, information contained in the student's education records if the request is accompanied by the prior written consent of a parent/eligible student or if the disclosure is authorized by such prior consent or for requests for, or disclosures of, directory information designated for that student.

The records of a request for the correction of an educational record, including any appeal of a denial of that request, if the educational record is ultimately corrected shall not be treated as part of the educational record of the student and shall be preserved separately.

Nursing Mothers Accommodations (Policy ACN)

Statement of Purpose.

The District provides a supportive environment as to time and place for employees and students (collectively "nursing mothers). Subject to the terms and exceptions set forth in this policy, the District will accommodate the needs of nursing mothers by providing reasonable times and suitable spaces for nursing mothers to nurse during school and work hours for one year after the birth of the child. Nursing for purposes of this policy will include expression of milk by manual or mechanical means.

No nursing mother will be discriminated against for nursing or nursing-related activities as provided in this policy, and reasonable efforts will be made to assist nursing mothers in meeting their infant feeding goals while at work or school.

A. Accommodation Notice and Plans.

A nursing or expectant mother should contact the building principal, school nurse (for students), or employee's supervisor at least two weeks before the need for nursing accommodations arises. The District will endeavor to meet the break and space needs of each nursing mother. However, when ordinary accommodations (as discussed below) will create undue hardship to the operations of the school/workplace, the District will work with the nursing mother to determine whether other acceptable accommodations may be made. Such other accommodations could include such items as a change in work/class assignments, or schedules. When acceptable accommodations are unattainable, the school nurse (for students), building principal, or other administrator working with the nursing

mother should consult with the District's Human Resource Generalist (for staff).

A nursing accommodation plan should be revisited upon the nursing mother's request, or at least every three months, with adjustments made to the accommodations for breaks as nursing needs change.

B. **Reasonable Time to Express Milk during the School Day.**
Absent undue hardship or other accommodations as established under Section B, above, a nursing mother will have a minimum of three opportunities ("nursing period") during a work or school day, at agreed upon intervals (which should include flexibility as appropriate and practicable) for the purpose of nursing or to address other needs relating to nursing. An employee or student can use usual break and meal periods if she chooses.

A nursing mother who is an hourly employee will be paid during nursing periods within the normal working day. Nursing mothers shall not be required to "make up" time relating to the use of unpaid nursing periods.

C. **Suitable Private Areas for Nursing.**
Nursing mothers will be provided with a private place, other than a bathroom, in each school district building in which a nursing mother spends her working or school day. The nursing area:

1. May be temporary or permanent.
2. Shall be shielded from view and free from intrusion by other persons, including without limitation other staff or students;
3. Shall be within a reasonable walk to the nursing mother's work-station or classroom unless otherwise agreed by the nursing mother;
4. Have at a minimum an electrical outlet and a chair if feasible;
5. Have a sink with running water if feasible, or be in proximity to one;
6. Have a refrigerator for breast milk storage if feasible, or be in proximity to one; and
7. Shall be cleaned regularly by District staff assigned to that duty.

D. **Nursing Mother Responsibilities.**
Nursing mothers will:

1. Provide at least two weeks advance notice of the need for nursing accommodations, preferably prior to their return to school following the birth of the child. This will allow school administrators the opportunity to establish a location and work out scheduling issues.
2. Maintain the nursing area by wiping down surfaces with antibacterial wipes so the area is clean for the next user.
3. Provide their own supplies as is necessary.

E. **Prohibited conduct.**
Any intentional act which violates a nursing mother's privacy, aims to frustrate a nursing mother's intentions to use the nursing facilities, or constitutes harassment on account of a nursing mother's needs or breastfeeding status is prohibited, and shall be treated as violation of the applicable code of conduct, with possible disciplinary consequences and may constitute sexual harassment and reported to the Title IX Coordinator.

F. **Dissemination of policy.**
This policy shall be printed or summarized in applicable employee and student handbook. For employees, if the handbook is not provided at the time of hire, then the District will provide a copy of this policy at the time of hire.

PROHIBITIONS REGARDING USE AND POSSESSION OF TOBACCO PRODUCTS, E-CIGARETTES AND E-LIQUIDS IN AND ON SCHOOL FACILITIES AND GROUND (POLICY ADC/GBED/JICG)

No employee shall use any tobacco product, device, e-cigarette, e-liquid, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District, as outlined in Policy ADC/GBED/JICG.

SEAT BELT POLICY (POLICY EBB-17)

The Inter-Lakes School district recognizes that seat belts are extremely effective in preventing injuries and loss of life. The NH Workers' Compensation statute requires the use of appropriate personal protective equipment. Seat belts are considered to be personal protective equipment; therefore the Inter- Lakes School District is charged under state law to require their use while on school district business.

All school district employees are required to wear seat belts while operating or riding in any vehicle while on school district business. This applies to school district vehicles, personally owned vehicles, as well as the vehicles of others, regardless of the presence of any supplemental restraint system (airbags).

In addition, passengers in vehicles operated by school district staff while on school district business are required to wear seat belts.

This requirement shall not apply in the case of vehicles in which the manufacturer has not installed seat belts.

School district employees are forbidden from disengaging or otherwise disarming automatic seat belt systems or alarms.

Employees found to be violating this policy may be subject to discipline as outlined in the school district Employee Safety Handbook.

TRANSPORTING STUDENTS (POLICY EEAG)

This policy applies to all school sponsored field trips, internships and co-curricular events, including, but not limited to: games, meets, matches, and practices. Although not included in this policy, the District provides safe and reliable transportation to and from school (Policy EEA, Student Transportation Services); additionally, exempt from this policy is private transportation to and from school.

I. School Sponsored Event - Transportation Provided

1. Use of Person or Company Contracted to Provide School Transportation
In all cases where student transportation is provided by a person or company under contract with the school district to provide school transportation services for school-sponsored events, students must travel to and from the event on the designated vehicle in order to be eligible to

participate. Exceptions to this rule must be made by the Principal or his/her designee and will only be made on a case-by-case basis. Written requests for alternate transportation arrangements must be submitted in advance by the parents/guardians of individual students and must include a statement which acknowledges that, by requesting alternate transportation, the parent will assume all responsibility and liability for the safe transportation of the student.

Persons or companies under contract with the school district to provide school transportation services must have a valid School Bus Driver Certificate/License in accordance with applicable rules and laws. All vehicles must be approved by the New Hampshire Department of Safety. This person's or company's vehicle must be approved by the NH Department of Safety as meeting all applicable school bus safety standards. (Parents transporting their own children are exempt from these school bus safety standards, per Department of Safety regulations.)

When arrangements for student transportation for school-sponsored events are made, an adult employee of the Inter-Lakes School District will be present on the designated vehicle to supervise students. Parents and students assume the responsibility for transportation to and from an Inter-Lakes school including after the bus returns.

2. Use of Private Vehicles to Transport Students

Any school sponsored use of private vehicles to transport students to or from school, field trips, athletic events, or other school functions, must have prior authorization by the Superintendent or his or her designee. The Board specifically forbids any employee to transport students, except, their own children, for school purposes without prior written authorization by the Superintendent or his/her designee. Individuals providing unauthorized student transportation are acting outside the scope and course of their duties, and therefore, do so at their own expense and liability.

Any employee or private citizen over 21 years of age using their own or a rented vehicle to provide school-authorized student transportation must carry and provide proof of auto liability insurance of not less than $300,000 Combined Single Limit, and meet Policy #4155, Background Investigation and Criminal Records Check. The District's liability insurance, if applicable to an incident, would be in excess of the owner's primary insurance for authorized student transportation.

Persons providing transportation on an incidental basis, ie; not specifically as part of a contract to transport, must have a valid driver's license. The vehicle used must have a current registration and inspection sticker, and must be otherwise compliant with applicable state and federal law. A commercial license is required for any vehicle that has a capacity of 16 or more. All vehicles must be in good working order, and shall at all times be operated lawfully and in a manner that safeguards the health and wellbeing of student passengers. Persons transporting students must exercise sound judgement and behave responsibly. They shall abide by District rules and policies; for example: policies prohibiting harassment, discrimination and bullying. In addition, persons transporting students must be accompanied by another approved adult or additional student(s).

II. School-Sponsored Event – Transportation Not Provided

1. Parents Responsible for Student Transportation

In cases where school-sponsored transportation is not provided, students and their parents are responsible for their own transportation and assume all liability and responsibility associated with transportation to and from the school-sponsored event. Organizers of such events will inform students/parents/guardians in writing that they are assuming all responsibility and liability associated for transportation. The Inter-Lakes School District

generally does not provide transportation for off-site "home" games, meets, matches, and practices. Examples of off-site "home" games, meets, matches, and practices include, but are not limited to the facilities at: Waukewan Golf Club, Center Harbor and Sandwich recreational facilities, Laconia Ice Arena, and Prescott Park.

2. Student Provided Transportation
   The Inter-Lakes School District values experiential learning, internships and alternative educational opportunities available to students. Transportation to and from these school sponsored experiences may be provided by the individual student provided that the student has received permission from the Principal or designee and his/her parent/guardian and demonstrated proof of insurance. Students are prohibited from transporting other students. Parent/guardian permission releases the District from all responsibility and liability including supervisory responsibility while the student is driving to and from the activity. No student shall be sent on school errands using any automobile during school hours.

III. Waivers

The Superintendent or designee, in his or her sole discretion, may waive any aspect of this policy to ensure continuity of operations provided the waiver would not result in a violation of law.

IV. Reimbursement

Mileage reimbursement for use of private vehicles may be available at a reasonable rate determined by the District, but only if the employee or other person has obtained prior approval of the Superintendent or designee.

TRAVEL AND REIMBURSEMENT (POLICY GCI)

Inter-Lakes School District personnel and board members will be reimbursed for the following expenses related to travel when attending approved meetings, workshops, and conferences.

1. Transportation
   a. Airfare: Coach class
   b. Mileage: Most current IRS rate per mile
   c. Airport: Parking fees, taxi or airport transportation service to/from airport/hotel

2. Meals
   a. The amount claimable for meals are the actual amounts expended up to $65 per day, inclusive of taxes and gratuities.
   b. In situations where a meal is provided, or included in a conference registration fee, claims for meal allowances will not be paid.
   c. Detailed receipts are required for reimbursement.

3. Hotel/Lodging
   a. Any room, other than a suite, will be reimbursed as necessary for the day immediately preceding the day on which the meeting is to be conducted through the day on which the meeting is concluded.

4. Personal Entertainment

a. Personal entertainment is not reimbursable such as in-room movies, valet service, and alcoholic beverages.

USE OF PHYSICAL RESTRAINT (POLICY JKAA)

Definitions:

1. (a) "**Restraint**" means bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraint, physical restraint, and medication restraint used to control behavior in an emergency or any involuntary medication. It is limited to actions taken by persons who are school or facility staff members, contractors, or otherwise under the control or direction of a school or facility.

(b) "Restraint" shall not include:

(1) Brief touching or holding to calm, comfort, encourage, or guide a child, so long as limitation of freedom of movement of the child does not occur.

(2) The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location.

(3) Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages, and supportive body bands, or other physical holding when necessary for routine physical examinations and tests or for orthopedic, surgical, and other similar medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.

(4) The use of seat belts, safety belts, or similar passenger restraints during the transportation of a child in a motor vehicle.

(5) The use of force by a person to defend himself or herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he or she reasonably believes to be necessary for such purpose and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.

2. "**Medication restraint**" occurs when a child is given medication involuntarily for the purpose of immediate control of the child's behavior.

3. "**Mechanical restraint**" occurs when a physical device or devices are used to restrict the movement of a child or the movement or normal function of a portion of his or her body.

4. "**Physical restraint**" occurs when a manual method is used to restrict a child's freedom of movement or normal access to his or her body.

5. "**Seclusion**" means the involuntary placement of a child alone in a place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation by a person, a lock, or other mechanical device or barrier. The term shall not include the voluntary separation of a child from a stressful environment for the purpose of

allowing the child to regain self-control, when such separation is to an area which a child is able to leave. Seclusion does not include circumstances in which there is no physical barrier between the child and any other person or the child is physically able to leave the place. A circumstance may be considered seclusion even if a window or other device for visual observation is present, if the other elements of this definition are satisfied.

Procedures for Managing the Behavior of Students:

The Superintendent is authorized to establish procedures for managing the behavior. Such procedures shall be consistent with this policy and all applicable laws. The Superintendent is further authorized to establish any other procedures necessary to implement this policy and/or any other legal requirements.

Circumstances in Which Restraint May Be Used:

Restraint will only be used to ensure the immediate physical safety of any person when there is a substantial and imminent risk of serious bodily harm to the student or others.

Restraint will only be used by trained school staff.

Restraint will not be as punishment for the behavior of a student.

Restraint will not be imposed for longer than is necessary to protect the student or others from the substantial and imminent risk of serious bodily harm.

No period of restraint of a student may exceed 15 minutes without the approval of a supervisory employee designated by the director to provide such approval. No period of restraint of a student may exceed 30 minutes unless an assessment of the mental, emotional, and physical well-being of the student is conducted by a trained and authorized employee.

Circumstances in Which Seclusion May Be Used:

The School Board recognizes the statutorily imposed conditions of seclusions and hereby adopts those conditions, as defined by RSA 126-U:5-b.

Seclusion may only be used when a student's behavior poses a substantial and imminent risk of physical harm to the student or others.

Seclusion will be used only by trained school staff.

Seclusion will not be used as a form of punishment for the behavior of a student.

Prohibition of Dangerous Restraint Techniques:

The School Board recognizes and hereby prohibits the use of "dangerous restraint techniques" as defined in RSA 126-U:4.

Reporting Requirements and Parental Notification:

In the event restraint or seclusion is used on a student, the building principal will, within 24 hours, verbally notify the student's parents/guardian of the occurrence.

The building principal will, within 5 business days after the occurrence, submit a written notification/report to the Superintendent. The notification shall contain all the requirements and information as mandated by RSA 126-U:7, II. The Superintendent may develop a reporting form or other documents necessary to satisfy these reporting requirements.

Unless prohibited by court order, the Superintendent will, within 2 business days of receipt of the notification required in the above paragraph, send by first class mail to the child's parent or guardian the information contained in the notification/report. Each notification/report prepared under this section shall be retained by the school for review in accordance with state board of education rules and the department of health and human services rules.

If a school employee has intentional physical contact with a student in response to a student's aggressive misconduct or disruptive behavior, the building principal will make reasonable efforts to inform the student's parent or guardian as soon as possible, but no later than the end of the school day. The building principal will also prepare a written report of the incident within five (5) business days of the incident. The report will include information required under RSA 126-U:7,

V.**Transportation: (RSA 126-U:12)**

The school district will not use mechanical restraints during the transportation of children unless case-specific circumstances dictate that such methods are necessary.

Whenever a student is transported to a location outside the school, the Superintendent or designee will ensure that all reasonable and appropriate measures consistent with public safety are made to transport or escort the student in a manner which:

1. Prevents physical and psychological trauma;
2. Respects the privacy of the child; and
3. Represents the least restrictive means necessary for the safety of the child.

Whenever a student is transported using mechanical restraints, the Superintendent or designee will document in writing the reasons for the use of the mechanical restraints.

WEAPONS ON SCHOOL PROPERTY/GUN-FREE SCHOOLS ACT (POLICY JICI)

The Federal Gun-Free School Zones Act prohibits any individual from knowingly possessing a firearm in a school zone. A “school zone” is defined as the grounds of a public school and the property within 1,000 feet of the public school. A “firearm” is (1) any weapon (including a starter gun) which will or is designed to or may be readily converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or silencer; or (4) any destructive device which includes any explosive, incendiary or poison gas.

For the purposes of this policy, the term "weapons" shall include in addition to "firearms" as defined above, other dangerous weapons as defined by 18 U.S.C. § 921; and RSA 159 which includes, but is not limited to, rifles, pistols, revolvers, pellet guns, BB guns, paintball guns, knives, slingshots, metallic knuckles, firecrackers, billies, stilettos, switchblade knives, sword canes, pistol canes, blackjacks, daggers, dirk knives, electronic defense weapons (as defined in RSA 159:20), aerosol self-defense spray weapons (as defined in RSA 159:20), martial art weapons (as defined in RSA 159:24), or any other substances, object or thing which, by appearance or function, is known, thought to be, or capable of producing death or serious physical injury.

Weapons are not permitted on school property at any time. Visitors, faculty, staff and students are prohibited from bringing any weapon, whether visible or concealed, into any school building, onto school property or a school bus or to any school-sponsored event.

A violation of this policy by any person will result in an immediate report to the Principal who shall, in turn notify the Police and Superintendent.

A student violation of this policy will result in immediate confiscation of the weapon and notice to the student's parents or guardians. The student shall also be subject to discipline which may include suspension or expulsion from school. If a student violation involves a firearm, the School Board shall expel the student from school in accordance with RSA 193:13, III, the Prohibited Conduct Policy #5149, and in accordance with the federal Gun-Free School Zones Act. The expulsion shall continue for not less than one year subject to the Superintendent's authority to modify the expulsion on a case-by-case basis. If a student violation involves the possession of a pellet or BB gun, rifle or paint ball gun or other weapon as defined in this policy, then the student shall face disciplinary action under the Prohibited Conduct Policy 5149, which may include but is not limited to suspensions and expulsions from school and/or school sponsored activities.

Pursuant to the provisions of 20 U.S.C. §7961 of the Gun-Free Schools Act, the School Board requires the Superintendent to contact local law enforcement authorities and the Division of Children and Youth Services and notify them of any student who brings a firearm or weapon on school property.

Faculty or staff who violate this Policy shall be subject to discipline, up to and including dismissal.

Members of the public who violate this policy will be reported to law enforcement authorities.

The Superintendent or designee, shall have the authority pursuant to RSA 193:13, III the Gun-Free Schools Act, and Gun-Free School Zones Act, to grant written authorization to a student or others to possess a firearm or other weapon on school property. Any such authorization shall be requested in writing and any such request by the student shall also be signed by a parent or guardian. The Superintendent or designee's authorization shall be issued in writing in advance of the possession and shall identify the student or others, the weapon or firearm, the purpose of the possession, the location on school grounds where the firearm or weapon shall be kept, and time frames of the authorization.

Law enforcement personnel are exempt from the policy. Other individuals may be exempted by the Gun-Free School Zones Act.

PROCEDURES

ATTENDANCE, ABSENCE REPORTING, AND RESPONSIBILITY

In the Inter-Lakes School District, we know that good attendance on the part of all staff and students has a substantial impact on our efforts to provide students with high quality learning experiences. However, as an employer, we recognize that there are occasions that require individuals to need time off during the workday whether that be for personal illness, illness of a family member or life circumstances we are unable to address outside normal work hours. If you are not feeling well, please stay home.

All staff are to report absences (i.e. sick, personal) through Absence Management. Professional development leave shall be reported through Professional Growth.

If a staff member misses a meeting in which they are scheduled to attend, it is their professional responsibility to obtain the information they missed.

ACCIDENT REPORTING

Any injury to a staff member or student regardless of the severity must be reported to the respective supervisor or Building Principal. A form must be completed for any job-related injury.

CONFIDENTIALITY

Student records, academic performance and information regarding student behavior, health and social/emotional status are all confidential. Confidential information should only be disclosed to fellow Inter-Lakes School District staff who are in need of the information to provide appropriate services. Release of student information to outside agencies or to another school district can only occur with written permission.

CONFLICT OF INTEREST

Inter-Lakes School Department permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of the Superintendent, create actual conflicts of interest. The School District will use sound judgment in the placement of related employees in accordance with the following guidelines:

1. Individuals who are related by blood, marriage, or reside in the same household are permitted to work in the same department, provided no direct reporting or supervisor to subordinate relationship exists. That is, no employee is permitted to work within " the chain of command" when one relative's work responsibilities, salary, hours, career progress, benefits or other terms and conditions of employment could be influenced by the other relative. The Superintendent shall adjust supervision responsibilities if a conflict occurs.
2. Related employees may have no influence over the wages, hours, benefits, career progress and other terms and conditions of the other related staff members.
3. Employees who marry while employed, or become part of the same household are treated in accordance with these guidelines. That is, if in the opinion of the Superintendent, a conflict arises as a result of the relationship, one of the employees may be transferred at the earliest practicable time or supervisory duties changed to solve the conflict.

EMPLOYEE HARASSMENT/DISCRIMINATION COMPLAINTS

The Board has adopted this employee procedure in order to provide prompt and equitable resolution of complaints of unlawful discrimination and harassment based on race; color; religion; ancestry or national origin; age; disability; and genetic information. Complaints of sex discrimination, including sexual/sex-based harassment, are addressed in *ACAB-R2 – Employee Sex Discrimination/Harassment Complaint Procedure*. In cases where allegations include sex discrimination or sexual/sex-based harassment and one or more other protected categories, *ACAB-R2* will be used.

Complaints alleging unlawful discrimination and harassment of an employee are addressed under *ACAB-R1 - Employee Discrimination and Harassment Complaint Procedure* and *ACAB-R2 – Employee Sex Discrimination/Harassment Complaint Procedure.*

Any individual who is unsure about whether unlawful discrimination or harassment has occurred, and/or which complaint procedure applies, is encouraged to contact the Human Rights Officer/Title IX Coordinator.

Lisa Holiday, Director of Student Services
103 Main Street – Suite 2
Meredith, NH 03253
(603) 279-3144 | lisa.holiday@interlakes.org

FIELD TRIPS

Field experiences are an integral part of the Inter-Lakes School District. Field trips are designed to stimulate student interest, inquiry, and provide opportunities for social growth and development. They should be connected to the curriculum and be appropriate extensions of the classroom.

Field trips must be approved based on analysis of the instructional purpose, the overall cost of the trip (district and/or individual student), appropriate transportation, and qualified adequate adult supervision. Regular field trips are approved by the Building Principal and Superintendent. Overnight field trips must be approved by the Building Principal, Superintendent and School Board.

1. Complete a *Field Trip Approval* form. This form must be submitted to the Building Principal at least four weeks in advance to the date of the field trip.
2. Each student attending a field trip must return a completed *Field Trip Permission* form signed by the student's parent or guardian. No student shall be allowed to travel on a field trip without the completed permission form.
3. There must be an adequate amount of chaperones: one for every ten students. All chaperones must successfully complete the volunteer process including a background check prior to the date of the field trip. Volunteer application packets may be completed at the SAU Office.
4. Teachers are responsible for collecting student funds if applicable. All funds must be turned in to the Building Administrative Assistant.
5. Teachers must work with the Building Administrative Assistant to coordinate bus transportation.
6. Teachers must notify the School Nurse of field trips.

REPORTING OF SUSPECTED CHILD ABUSE OR NEGLECT

NH Law requires that any person who suspects that a child under age 18 has been abused or neglected must report that suspicion immediately to DCYF (New Hampshire RSA 169-C:29-31). To report child abuse or neglect, please call (800) 894-5533 (in-state) or (603) 271-6562. Intake lines are staffed 24 hours a day, including weekends and holidays. If this is an immediate emergency, please call 911.

- Abuse can be physical, sexual, or neglect. If you suspect physical abuse, please escort the student to the nurse's office.
- Neglect can be failure to care and protect (ex. health, medical, education).
- If you suspect that a person's physical or mental welfare may be adversely affected by abuse or neglect, you shall report this immediately to your Building Principal or Guidance Director **in person, NOT by e-mail.**
- All school staff are mandated reporters. If you suspect abuse or neglect, you are required to make a report to DCYF
- The Administration and School Counselors are a resource to assist you with the reporting requirement. Please be comfortable seeking assistance while recognizing that it is your responsibility to ensure the report is filed.

SAFETY

Employee and student safety is important to the Inter-Lakes School District! All employees are responsible to know, understand, implement and follow safety protocols. The District provides safety information and guidelines for emergency procedures. Please make sure you are familiar with the following documents for your safety.

- Employee Safety Handbook (https://www.interlakes.org/human-resources)
- Emergency & Crisis Management Plan flipchart (located in each classroom)
- Emergency Operations Plan (see building administration)

The District's Joint Loss Management Safety Committee is comprised of eight individuals including administration, a teacher, a school nurse, a paraprofessional, a custodian and an administrative assistant. The committee meets quarterly to review safety concerns and workers' compensation claims. Some important safety reminders:

- Wear appropriate footwear for weather conditions.
- Stepladders are conveniently located throughout the buildings. Please do not stand on chairs or tables!
- Report any injuries or medical problems to your supervisor immediately.
- Bring safety concerns to a member of the Joint Loss Management Committee or your supervisor.

STAFF CONDUCT / DRESS

Staff members set an example in terms of manners, conduct, appearance, dress, speech and social media presence. The administration assumes that staff will reflect the values of the adult professional community of which we all are a part.

School employees shall dress in an appropriate and acceptable manner that has a positive influence on the school community and provides a model for personal appearance. Jeans will be reserved

for Fridays and field experiences.

STAFF IDENTIFICATION

As one strategy to help keep the Inter-Lakes schools safe, all district employees are to wear photo identification throughout the workday. Clearly visible identification tags will be provided to all school visitors and visitors shall be required to wear the identification while on school grounds.